



MEMORANDUM

Date: July 18, 2003

To: All DGS Divisions, Branches and Offices

From: Sandra Duveneck
Deputy Director
Management Services Division
Department of General Services
Executive Office

Subject: VIDEO CONFERENCING CAPABILITY

The DGS now has videoconferencing equipment in the Ziggurat. Videoconferencing saves money when compared with the cost of travel, including air, auto expenses, and lodging. And, more importantly, it saves employees time spent traveling to and from meetings. Considering these costs, the average organization achieves their return on investment within one year.

Our Business Services Office (BSO) will assist you in all aspects of setting up and using the equipment until they train others in the Department. We would like to have someone in each Division familiar with the equipment. Research, Planning and Measurement (RPM) will track our use of the equipment over time and analyze how our employees are using it as well as how we might improve our video services to the Department and other agencies in the future.

A maximum of four sites can be connected for a videoconferencing meeting without compromising the quality of the transmission.

There will be a nominal charge for you to use the equipment at each site, which will be billed to your Division/Office. This charge is basically a pass through of the telephone line charge and per-minute charges we will be charged by the telephone company.

To schedule a video conference from the Ziggurat, call Joe Van Hecke at (916) 376-5329. To check out other video conferencing locations in the State, the DGS Telecommunications Division posted a list of video conferencing facilities throughout the state on the DGS internet website. This site includes a contact for further information.

We will have an open house and more formal training by the end of the summer. I hope you all take advantage and "spend" some time saving money!


SANDRA K. DUENECK, Deputy Director
Management Services Division